

The SurveyWorks! Student Survey will generate valuable information to support school improvement in Rhode Island. Thank you for your time and efforts on behalf of the children of the Ocean State!

SurveyWorks! Site Coordinator

The building principal will identify a SurveyWorks! Site Coordinator.

The SurveyWorks! Site Coordinator will:

1. Provide his/her contact information, including name, e-mail address, and telephone number by contacting the SurveyWorks! Team at surveyworks@wested.org by Friday, April 9th..
2. Complete a 15-minute online survey (sent by email) to determine the school's technology capacity, and share thoughts on other technical or implementation issues by Monday April 12th.
3. Participate in a one-hour training webinar run by the SurveyWorks! Team between Monday, April 12th and Monday, May 17th. The training will be offered multiple times to make it easier for school staff to schedule a convenient time. Topics covered will include scheduling students to take the survey, distributing access codes, confidentiality and fidelity, troubleshooting and help, and resources.
4. Participate in a technology systems test with the SurveyWorks! Team to ensure that the student survey loads and functions correctly on the school's computers two weeks before the school's scheduled survey implementation.
5. Distribute log-in id cards provided by SurveyWorks! Team to each student who takes the survey. Site coordinators will include plans for distribution of ids in the **SurveyWorks! Implementation Plan**.
6. Provide feedback on the process to SurveyWorks! evaluator.